

*For information*

**Environmental Improvement Plan Annual Report**

Agenda: 24  
**HEFCW/15/70**

Disclosable

**03/07/2015**

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**1 Issue**

- 1.1 This paper provides details of the combined HEFCW Environmental Improvement Plan /Sustainable Procurement Action Plan as well as the 2014-15 Annual Environmental Performance Report.

**2 Corporate Planning Implications / Rationale for paper**

- 2.1 To detail the performance of HEFCW in relation to environmental issues and to outline the actions proposed to minimise negative environmental outputs.

**3 Recommendations**

- 3.1 The Council is invited to:
- i. note the environmental performance report 2014-15;
  - ii. note the intended actions set out within the Environmental Improvement Plan and the Sustainable Procurement Action Plan

**4 Timing for decisions**

- 4.1 This paper is for information only.

**5 Council members' interests**

- 5.1 No conflicts of interests have been declared in advance of the meeting.

**6 Further information**

Chris Cowburn (029 2068 2247; [chris.cowburn@hefcw.ac.uk](mailto:chris.cowburn@hefcw.ac.uk))

## 7 Background

- 7.1 The two papers shown at **Annex 1** and **2** form the key elements of the environmental management system providing respectively a review of environmental performance in 2014-15 and intended actions in 2015-16. HEFCW has maintained an environmental management system since 2007 which is updated annually. The information generated is used to inform the sustainability section within the annual accounts and there is an expectation upon Welsh Government Sponsored Bodies to manage environmental performance. It should be noted that the scope of the environmental management system within HEFCW is constrained by the limited degree of control the organisation has over environmental factors arising from the operation of the organisation and the nature and scale of the organisations remit.

## 8 Information

- 8.1 The environmental report for 2014-15 covers three main areas where HEFCW has control over environmental performance, electricity consumption, business travel, and waste minimisation. In relation to electricity overall consumption was reduced by circa 9.5% compared to the previous year. This reduction is in part attributable to the installation of voltage optimisation equipment by the landlord but also to the mild winter. Degree day data measures temperature variations and suggests a significant reduction in the number and duration of required heating hours or degree days compared to 2013-14. This was reflected in reduced electricity consumption in the winter months compared with the previous year.
- 8.2 Business travel and associated carbon dioxide emissions (CO<sub>2</sub>) declined significantly over the period 2008-13 with a reduction in CO<sub>2</sub> of over 60% during this period. In 2013-14 business travel and associated emissions increased modestly by circa 6%. This trend has continued with a significant rise of 34% in business travel and a 13% increase in CO<sub>2</sub> emissions in 2014-15. The increase in CO<sub>2</sub> was mitigated by the switch in business travel from car to train by staff. Understanding why these changes have occurred is complex as staff in conjunction with line managers generally organise their own business travel according to business need. It has also been noted that video conferencing has declined again this year. Performance in this area is being considered by the Management Board.
- 8.3 Waste minimisation and reuse of viable surplus equipment has improved significantly as reuse contracts are now in place which allow small organisations such as HEFCW to safely dispose of surplus information technology (IT) equipment knowing that it will be appropriately checked and reused wherever possible. All surplus computer monitors servers and printers were disposed of in this manner in 2014-15. A similar approach was adopted to dispose of surplus office furniture. Significant progress has been made in the reduced use of paper with paper purchases reduced by 44% since 2007-08.
- 8.4 Annex 2 sets out the actions the organisation proposes to undertake in 2015-16 to minimise negative environmental impacts. Many of the actions listed represent a continuation of actions taken in previous years. As far as possible the actions listed are intended to be complimentary with other actions being undertaken to improve business efficiency such as the increased use electronic filing. The environmental management system will be reviewed in 2016-16 to consider the implications of the Well-being of Future Generations Act (Wales).

**9 Financial implications**

9.1 There are no financial obligations arising from this paper.

**10 Communications implications**

10.1 The information contained within the annual report will be disseminated to staff and will be used to inform environmental disclosures within the HEFCW accounts.

**11 Diversity and Equal Opportunities implications**

11.1 This paper has no implications for age, disability, gender, race, religious belief, sexual orientation or the Welsh language.

**12 Risk Assessment**

12.1

<b>Risk</b>	<b>Action to address risk</b>
Failure to adequately control and reduce negative environmental emissions could lead HEFCW to be exposed to additional costs and potentially to reputational damage.	The environmental system provides HEFCW with a structured approach to environmental management detailed recording of performance, and possible action to address these which is reviewed by senior management.